

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.339

National Policy

Effective Date:
1/5/16

Cancellation Date:
1/5/17

SUBJ: Actions Required to Identify and Correct Discrepancies Between Airplane Flight Manuals and Flight Deck Quick Reference Handbooks

1. Purpose of This Notice. This notice alerts principal operations inspectors (POI) that discrepancies may exist between certain Airplane Flight Manuals (AFM) and their associated flight deck quick reference handbooks (QRH), and directs the POIs of all Title 14 of the Code of Federal Regulations (14 CFR) part 121 operators to review operator flight deck QRHs for compliance with Federal Aviation Administration (FAA) Aircraft Certification Service (AIR)-approved (FAA-approved) abnormal/emergency procedures checklists found in AFMs. This notice also defines POI actions if discrepancies are found.

2. Audience. The primary audience for this notice is Flight Standards District Office (FSDO), certificate management office (CMO) POIs of part 121 operators. The secondary audience includes Flight Standards branches and divisions in the regions and in headquarters (HQ).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the FAA's Web site at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Background. A review conducted by the National Transportation Safety Board (NTSB) identified discrepancies between the FAA-approved abnormal/emergency procedures found in the AFMs and procedures found in their associated flight deck QRHs. Further review found that these discrepancies existed due to operators using manufacturer-recommended QRHs. Although there is nothing inherently wrong with this practice, manufacturer-recommended QRHs are not FAA-approved and may not accurately reflect the procedures found in the FAA-approved AFM.

5. Requirements. The POI is responsible for approving the QRHs used by operators. Prior to approval, the POI must identify whether the operator developed their QRH using the procedures found in the AFM or a manufacturer-recommended QRH. If a manufacturer-recommended QRH was used, the POI should scrutinize the QRH carefully to ensure that the abnormal/emergency procedures described in a QRH do not deviate from the procedures found in the associated AFM. The POI will contact the applicable Aircraft Evaluation Group (AEG) and obtain concurrence before approving the deletion or rearrangement/modification of items in QRH checklists (refer to

the current edition of FAA Order 8900.1, Volume 3, Chapter 32, Section 5, paragraph 3-3238, and Section 12, paragraph 3-3402).

6. Action. All part 121 operator POIs will conduct a review of QRHs of each type of aircraft to identify if the operator used a manufacturer-recommended QRH in developing their flight deck QRHs.

a. Manufacturer-Recommended QRH. If a manufacturer-recommended QRH was used, the POI will review to verify that the QRH procedures mirror procedures found in the AFM. If differences are identified, POIs shall ensure that operators correct their checklists as appropriate. POIs must contact the applicable AEG, as indicated in paragraph 5.

b. AFM-Based QRH. If AFM procedures were used to develop the QRH, and no manufacturer-recommended QRH was used, no action is required.

Note: This review does not have a completion suspense nor required specific entries into the Program Tracking and Reporting Subsystem (PTRS) or Safety Assurance System (SAS).

7. Disposition. The information in this notice will be incorporated into Order 8900.1 before this notice expires. Please direct questions concerning the information in this notice to the Air Transportation Division (AFS-200) at 202-267-8166.

ORIGINAL SIGNED by

/s/ John S. Duncan
Director, Flight Standards Service